

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 05-10
Subject: Contraband

Effective Date: 08/11/04

Revision Date: 08/06/04

I. Policy Statement

All items and material considered contraband should be controlled and made inaccessible to the juveniles.

II. Rationale

Contraband shall be confiscated and controlled to ensure the safety and security of juveniles and staff.

III. Definitions

Contraband is defined as any merchandise, article, substance, or item prohibited or restricted in Division programs and or facilities due to programmatic restrictions or materials that are illegal, unsafe, or potentially dangerous in nature. Contraband includes, but is not limited to, tobacco, drugs, alcohol, weapons; or items capable of being used as weapons; devices capable of being used to affect an escape, and expensive items, such as jewelry and money.

IV. Procedures

- A. All staff shall be alert to contraband articles coming into the program or facility; and all contraband shall be confiscated immediately. Particular concern is directed at tobacco, drugs, alcohol, weapons; or items capable of being used as weapons; devices capable of being used to affect an escape, and expensive items such as jewelry and money.
- B. For regulatory purposes, items identified as contraband will be placed into three categories and controlled accordingly.
 1. Prohibited Items – These items are identified as illegal and/or dangerous and are to be confiscated, inventoried, and stored in a designated safe place. An incident report must be written and possible court referral will be determined by review. The program or facility director will make determination of the disposal of these items.
 2. Restricted Items – These items may be legal but, due to the nature of the program or facility, have been determined to be contraband. These items include, but are not limited to: expensive jewelry, knives (legal), lighters, matches, and other expensive personal property. These items will be properly inventoried, recorded, signed for by the juvenile, and placed into the

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juvenile's locker or a designated area. These items will be returned to the juvenile upon release from the program or facility.

3. Money – Any money in the possession of the juvenile or received by the juvenile via visitors, mail, or other source, must be immediately deposited into the program or facility's safe or designated area and documented in the juvenile's personal inventory.

V. Continuous Renewal

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services, and is approved upon the signature of the Director.

Eldon Money, Chairman
Board of Juvenile Justice Services

Date

Blake D. Chard, Director
Division of Juvenile Justice Services

Effective/Revision Date